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Maximizing Individual Potential

Coping Skills

# EFFECTIVENESS

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The Dev. of Standards in the  
Ind. Dev. & Perf. System

The Management of Time

Plan Tomorrow Today—  
Time Managing for Clericals

# TRAINING

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Technical Report Writing  
Employee Development—The Forgotten  
Supervisory Responsibility

sponsored by

Bureau of Employee Relations  
and Development

# COURSES

of the

STATE OF ILLINOIS  
DEPARTMENT  
OF PERSONNEL

Louis J. Giordano, Acting Director

## COURSE DESCRIPTIONS

### MAXIMIZING INDIVIDUAL POTENTIAL

(formerly entitled: The Effective Use of Power)

While there are a variety of ways to think about and conceptualize power this program will examine a useful scheme for looking at the power process. The focus will be placed upon how the effective and positive use of power-oriented behavior can benefit the individual manager and the total organization.

August 12 - Springfield

October 30 - Springfield

### COPING SKILLS

Mental health experts are becoming increasingly worried that the price a person has to pay to get to the top is becoming too high. Managers find that the biggest skill required for success is that of coping. Non-management employees also find that the modern world is a difficult environment that grows increasingly unmanageable. Individuals lacking coping skills may develop physical and mental problems, create organizational dysfunction, and exhibit sharply reduced or substandard performance levels. This seminar will give insights into the causes and consequences of job-related stress and practical steps toward developing effective coping skills.

Topics include understanding stress and how it affects you and those around you, taking control of stress, skills for managing stress, and making a plan for coping creatively.

September 25 - Springfield

October 26 - Springfield

## THE DEVELOPMENT OF STANDARDS IN THE INDIVIDUAL DEVELOPMENT & PERFORMANCE SYSTEM

The knowledge and application of "standards" is critical in understanding and utilizing the Individual Development and Performance System (DP-201MC). In a "pay for performance" system, the anatomy of the job should be understood. A given job is viewed in its several major segments and "standards" are applied to determine how effectively the employee performs in the position and accomplishes results.

July 22 - Springfield  
September 22 - Chicago  
October 28 - Chicago  
November 24 - Springfield

## THE MANAGEMENT OF TIME

Managers who know where their time is going, who are able to organize themselves in terms of priorities, will be able to plan and perform with maximum effectiveness. The effective use of time is the first step to managerial success. The program demonstrates the competition for discretionary time and the solution thereof, by the delegation of work, controlling crises, and making decisions about priorities. Represented are the many time-demanding aspects of the manager's job: meetings, personnel problems, communication, and personal needs.

July 2 - Springfield  
October 7 - Chicago  
December 1 - Springfield (Regional Office Building)

## PLAN TOMORROW TODAY— Time Managing for Clericals

Time is the only resource which we all have equally. Since time management is so personal it's easy to rationalize secretaries are different, and therefore can't do anything to gain control of the working day. But the contrary is true! If you understand the principles of time management, apply them to your situation, and commit them to habit, you will be able to increase your effectiveness, success, and self-satisfaction.

October 21 - Springfield (Regional Office Building)  
November 10 - Springfield (Regional Office Building)

## TECHNICAL REPORT WRITING

One of the technical professional's most important duties is the writing of formal and informal reports. Whether you are an engineer, a chemist, a psychologist, or a subject area specialist, you must write readable reports that get results.

This comprehensive two-day workshop will emphasize theories of writing, examples of good reports, and applications of the techniques learned from the theories and examples. The workshop will serve to acquaint participants with the most efficient methods of report writing, to sharpen writing skills, to reduce the time it takes to proofread reports, and to improve the effective editing and management of technical writing.

September 14, 15 - Springfield

October 19, 20 - Springfield

December 1, 2 - Springfield

## EMPLOYEE DEVELOPMENT—THE FORGOTTEN SUPERVISORY RESPONSIBILITY

(formerly entitled: Training and Developing Subordinates)

We usually think of training as an activity that takes place in the classroom and conducted by a professional trainer. Actually training is more often informally conducted by a supervisor in an attempt to improve employee performance. In fact, training is one of the most important and often forgotten supervisory functions. The problem is that few supervisors have been prepared to effectively perform their role as a trainer. This seminar is designed for supervisors and managers whose responsibilities include the training and job orientation of employees.

October 13 - Springfield (Regional Office Building)

December 21 - Springfield

## GENERAL INFORMATION

Our newest addition to the schedule are the "Effectiveness Training Courses" which consist of over 30 workshops a year on 7 diversified topics. State employees only are eligible to attend. No fees are charged, but costs for travel, lodging, meals and other expenses are not the responsibility of the Department of Personnel.

Topics in this series are primarily geared to meet the needs of the supervisory-managerial work force. The Department of Personnel reserves the right to restrict participation by any one agency and to cancel or postpone seminars for which there is insufficient registration.

Groups are limited in size to thirty participants and applications will be processed on a first-come/first-served basis.

## TIME SCHEDULE

Programs in this series begin at 9:00 a.m. and dismiss by 4:30 p.m. All Springfield programs will be held in Room 504, William G. Stratton Office Building, Spring and Monroe, unless otherwise indicated by the designation (ROB). Those programs so indicated will be held in the meeting room of the State Regional Office Building, located at 4500 South 6th Street, Springfield. The Chicago programs are scheduled at DePaul University, 25 East Jackson Boulevard. The officer at the door will have the room assignment. Informal attire is suggested for all programs.

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## APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly since some seminars are likely to be oversubscribed. Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Incomplete applications will be returned unprocessed.

### The Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois. This program is fully explained in a special brochure available by calling the Division of Employee Development.

### Management Institutes

The fourteenth season of Management Institutes begins this year. Each Institute is a one-day conference starting at 9 a.m. and ending mid-afternoon. They are presented by top management authorities and are designed for managerial personnel in State government. However, representatives from business, industry, and from local/federal government are invited to participate at \$25 per institute. There is no charge for State employees.

The Institutes are conducted at the Holiday Inn East, 3100 South Dirksen Parkway, Springfield, Illinois. Tickets must be obtained in advance.

NOTE: Special brochures on all programs above may be secured by calling 217/782-6442.



**TO THE APPLICANT:**

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that

you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

**NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT  
MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.**

Illinois Department of Personnel  
Bureau of Employee Relations and Development  
504 William G. Stratton Building  
Springfield, Illinois 62706

(This section for office use only.)

- You are accepted and registered in the seminar of your choice.
- We are sorry but the seminar was filled prior to receiving your application.
- We regret that this seminar had to be cancelled/postponed.
- Application returned. (See remarks.)

Remarks:

(Tear off and mail to pre-addressed office shown on reverse side.)

## APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant \_\_\_\_\_

Dept./Agency (if not printed in box) \_\_\_\_\_

Office Phone: AC \_\_\_\_\_ / \_\_\_\_\_

Date of seminar \_\_\_\_\_

Title of Seminar \_\_\_\_\_

Payroll title: \_\_\_\_\_

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

SIGNATURE - AGENCY APPROVAL

PLEASE NOTE! It is important that all requested registration information be supplied. Incomplete forms will be returned unprocessed.